

# Building Emergency Evacuation and Exit Plan

## Building Specific Information:

**Building Name:** \_\_\_\_\_

## Building Emergency Coordinators:

Primary Emergency Evacuation Coordinator and alternates are listed below. In the event the primary coordinator is not available during an emergency, alternate coordinators will assume responsibility in the order in which they appear, and carry out their duties as described in this plan.

**Primary:** \_\_\_\_\_

**1<sup>st</sup> Alternate:** \_\_\_\_\_

**2<sup>nd</sup> Alternate:** \_\_\_\_\_

## Safe Rooms

The following are “safe rooms” for the \_\_\_\_\_.  
Building Name

Floor #	Safe Rooms

## Floor Monitors

Primary Floor Monitors and Alternates are listed below, and will carry out their duties as described in this plan. In the event that the Primary Floor Monitor is not available at the time of the emergency, Alternate Monitors will assume those duties.

Floor #	Primary Floor Monitor	Alternate Floor Monitor

## Work Area Representatives (Office Monitor):

The following individuals have been selected as \_\_\_\_\_ Work  
Building Name

Area Representatives, and will carry out their duties as listed in this plan under "Work Area Representatives duties" Each Work Area personnel are responsible for designating a backup person in the event their primary Work Area Representative is unavailable at the time of an emergency.

Floor #	Work Area Representatives
First	
Second	
Third	
Fourth	

## Evacuation Assembly Points:

When the alarm sounds, all occupants within the building must evacuate and report to an assigned evacuation assembly point. The evacuation assembly points for the \_\_\_\_\_ are designated by floor as listed below:

Building Name

Floor #	Evacuation Assembly Points

See attached map entitled "Evacuation Assembly Points" showing location of all assembly points.

Alternate assembly point for all building occupants is: \_\_\_\_\_

\_\_\_\_\_

## Assigned Building Entrances

The \_\_\_\_\_ has \_\_\_\_\_ building entrances.  
Building Name

These entrances must be monitored during building evacuation to maximize building security, limit access to emergency personnel, and ensure unsuspecting employees and visitors do not enter the building, until the all-clear signal is given.

This task is delegated to the Floor Monitors. Floor Monitors will ensure someone is delegated to monitor these assigned entrances in case of their absence during an emergency.

Floor #	Assigned Entrance

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